



# PERMIT TECHNICIAN I JOB DESCRIPTION

Job Title: **Permit Technician I**

Job Code: **PR123**

Pay Grade: **14**

Effective Date: **October 2007**

FLSA: **Non-Exempt**

Revision Date: **November 2014**

## NATURE OF WORK

Under close supervision, performs a variety of technical permitting functions on behalf of the Lewis County Permit Center; provides customer service to the public; responds to public disclosure requests; processes permit applications; and performs other related duties.

## ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Responds to routine permitting inquiries and provides customer service to the public at the permit counter and via telephone, email, and/or facsimile.
- Provides general information to the public regarding permitting processes, zoning, environmental codes, comprehensive plans, and land use development actions.
- Responds to public disclosure requests for Community Development and Environmental Health records.
- Receives and processes various types of permit applications; reviews applications for accuracy, completeness,
- Creates permit files and distributes applications for review; updates and maintains permitting records; tracks and reports on permit activity; determines, collects, and receipts permit fees.
- Researches and communicates the status of permits to applicants.
- Serves as a liaison between the public and Community Development
- Prepares and distributes the weekly Issued Building Permits Report.
- Files and/or or retrieves construction plans for closed permits and forwards to the County Auditor's Office.
- Performs the duties of Permit Center Secretary in his/her absence as assigned.

## WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and at the public counter; subject to sitting, standing, walking, bending, reaching, and lifting of objects up to 20 pounds.

**DISTINGUISHING CHARACTERISTICS:**

This is the entry level in the Permit Technician job series. Incumbents will gain basic technical permitting knowledge and may be granted greater independence as further experience is gained.

**EMPLOYMENT STANDARDS:**

High School Diploma or G.E.D. equivalent.

**KNOWLEDGE AND SKILLS:**

**Knowledge of:**

- County policies and procedures.
- Permitting processes, policies, and procedures.
- Regulations and codes governing permitting activities.
- Records, reports, and documentation relative to permitting operations.
- Customer service standards and protocol.

**Skills in:**

- Performing a variety of technical and administrative permitting functions.
- Responding to routine permitting inquiries and providing customer service to the public.
- Processing permit applications and monitoring for regulatory compliance.
- Establishing and maintaining effective working relationships with other staff, County departments, outside agencies, contractors, engineers, architects, and the general public.
- Communicating effectively verbally and in writing.